

Advanced Defensive Driving Techniques

1 hour | Safety and Environmental

This course concentrates primarily on advanced defensive driving techniques. You will be given instruction on how to drive defensively in adverse conditions including heavy rain, snow, and ice. We will further discuss how to share the roadways with other motorists, cyclists, and pedestrians.

Airborne and Bloodborne Pathogens

1 hour | Safety and Environmental, COVID-19 Response to Mitigate Risk

The First Responder must have knowledge of the appropriate personal protective equipment when responding to an emergency to protect the first responder against airborne and bloodborne pathogens. In this course, learners will review the different airborne and bloodborne pathogens they will most commonly be exposed to with discussion of a new bloodborne pathogen as well as the equipment and preventative measures that should be taken for those pathogens.

An Introduction to Requests for Proposal

1 hour | Financial Management

If you have never done a request for proposal (RFP), it can seem like a daunting task. Even if you have some experience with requests for proposals, there are a number of elements, features, and requirements that both the one requesting and the one responding to an RFP need to provide. In this course, we will discuss the steps of an RFP, how to write an RFP, how to respond to an RFP, the pitfalls, and best practices.

Basic First Aid

2 hours | Safety and Environmental

In the event of an emergency, would you know what to do to help yourself or someone else? Could you render potentially lifesaving assistance until first responders arrived? You never know when or where a medical emergency will occur. If a co-worker were to be injured, you could be their best chance of survival. Understanding basic first aid will help you to respond confidently and effectively to various emergencies that may occur whether at home, in the workplace, or anywhere you may be.

Basic Math Concepts

1 hour | Financial Management

This course is designed to ensure all workers understand basic math concepts and how to apply them. There are many different types of math concepts, each with its own functions and uses. As a tool used to measure and quantify things, numbers shape the way we live our lives and do

business. Despite its dominating influence, however, many people have forgotten some of the basic concepts of math that were learned at a younger age. Many of those concepts will be reviewed in this course.

Basic Telephone Skills

1 hour | Productivity

This course is designed to ensure all workers understand how to make a positive impression by the way they manage calls and messages. While technology allows for more communication, good communication still depends upon the people handling the conversations. With a few basic communication skills appropriate for today's workplace, anyone in an organization can handle telephone calls professionally and effectively.

Business Continuity

1 hour | Management, COVID-19 Response to Mitigate Risk

A major business interruption can have devastating consequences for any business without a plan in place to handle it. In this course, the learner will find out why business continuity planning is essential, learn to recognize the forms in which disasters strike and the categories in which they fit, gain understanding of the importance of organization assets and the recovery time objective for each item and finally, learn to identify the eight categories that should be incorporated into every business continuity plan.

Business Writing Basics

1 hour | Productivity

Business Writing Basics provides a foundation for planning and writing various forms of business documents. Communicating effectively in writing has always been a requirement for many jobs, but with internet use reaching critical mass, its now a key skill for most jobs.

Career Professionalism

1 hour | Productivity

Being a professional means more than just wearing a suit and tie to work every day. A true professional is someone with integrity, who looks to upgrade their skills consistently, who support others, and who listen carefully. In fact, professionals are people who get promotions, earn raises, and achieve longevity in their careers. In this course, learners will explore the necessary skills for career professionals: effective communication, having high expectations for yourself, and representing your personal brand.

Child Abuse and Neglect

2 hours / Human Resources

This course is designed to help officers understand child abuse and factors that increase the risk of abuse. The intent of this course is to provide officers who respond to this type of crime with information that will ensure consistency in handling child abuse cases. This course will help law enforcement understand the importance of developing procedures, protocols, and interagency collaboration to ensure the needs of children are met.

Coaching with Character

1 hour / Management

Youth sports can be a rewarding experience for both young athletes and coaches. The coaches who have the most lasting influence are the ones who build their team around character traits like hard work and discipline, self-sacrifice and teamwork. In this course, the learner will gain understanding on the principles involved in building a team where the emphasis is on character development and having fun, as well as winning.

Commercial Lawn Mower Safety

1 hour / Safety and Environmental

This Commercial Lawn Mower Safety course will help educate you on the precautions you must take to reduce the risk of injury or death.

Computer Security Basics

1 hour / Productivity

Technological advances have allowed the world to be more interconnected and for more business to occur online. While beneficial, the increase in online activity has led to an increase in online criminal activity. Daily, hackers and nefarious actors attempt to steal data, gain unauthorized access to systems, and cause damage. This course will equip you with best practices and tools to navigate online safely and securely using modern technology.

Crisis Intervention Training Overview

1 hour / Management

The Crisis Intervention Team (CIT) Overview is an innovative first-responder model of police-based crisis intervention with the community, health care, and advocacy partnerships. This one-hour course is designed to connect law enforcement, mental health services, and the public.

Crisis Management

1 hour | COVID-19 Response to Mitigate Risk

This course is designed to help all departments, organizations, and agencies within the public sector prepare for just such an event.

Dealing with Angry Employees

1 hour | Human Resources

In this course, the learner will gain understanding regarding the importance of communication in dealing with employee anger, acquire knowledge regarding productive methods for dealing with employee anger, and finally learn to recognize the behavioral indicators preceding episodes of anger.

Dealing with the Media

1 hour | Management, COVID-19 Response to Mitigate Risk

Public relations (PR) is the art of communicating your message, product or brand to the media. Public relations is important to nearly every major organization, from big and small businesses and non-profit organizations to governments and other public entities. While all these organizations may employ a public relations team, how that team is used may be very different. This course will give you the knowledge you need to enhance your public relations abilities.

Defense Driving Basics

1 hour | Safety and Environmental

This course will dive into the basics of defensive driving, including its definition, purpose, and importance, as well as the factors that play an important role from the driver's perspective. We will also discuss the equipment and judgment necessary for driving safely, as well as review the types of impairment that should be avoided to increase driver safety.

Developing Effective Communication Skills

1 hour | Productivity

Communicating with coworkers, clients, and management is a core activity for most positions. If you communicate effectively, you are more likely to achieve success in your career and personal life. Being a good listener and knowing how to write effective documents will also ensure your success as a communicator. This course will provide you with tools and suggestions on how to accomplish this goal.

Diabetic Emergencies

1 hour | Health and Wellness

Diabetes is a growing health concern. Many people are at serious risk and unaware that they are even diabetic. Others may be managing their diabetes, but they may have forgotten to take their insulin, or they forgot to eat and are now having a crisis. You may very well be working with someone who is diabetic and not even know it. Understanding the signs and symptoms of diabetic emergencies will help you to respond confidently and effectively to help a person experiencing a diabetic emergency.

Discipline and Termination

1 hour | Human Resources, Management

In every organization, employees are let go for various reasons. The decision to discipline or even terminate an employee is not one that should be taken lightly, and there is a right and wrong way to approach the situation. In this course, learners will explore ways to appropriately address issues before termination is necessary, be able to terminate employees confidently if discipline fails, and for employees to understand the need for a disciplinary process and the rules and expectations that inform them.

Diversity in the Workplace

1 hour | Human Resources

Diversity in the workplace is essential to any workplace culture. In a global economy, the diversity of those we work with must be both acknowledged and respected. Diversity is more than a word; it encompasses identity and perception. Beyond the benefits, it is vital to effectively manage and promote diversity in the workplace. And while there are challenges, the rewards will certainly outweigh any obstacles.

Driving While Distracted

2 hours | Safety and Environmental

According to the National Center for Statistics and Analysis, every day 9 people die and over 1,000 are involved in a car accident as a result of distracted driving. No matter how long you have had your license, how good of a driver you are, or how safe the roads are, we are all susceptible to driving while distracted. This course will cover the different types of distracted driving, how to avoid each type, as well as evaluate examples of distracted driving in order to focus on how to improve your safety on the road.

Drug and Alcohol Awareness

1 hour | Management

Workplace drug and alcohol abuse is a liability for any U.S. business, and smaller businesses are increasingly more vulnerable since drug testing may be performed less often than in larger businesses. Understanding the signs and symptoms of drug and alcohol abuse will help you to identify potential warning signs in those around you. There are effective treatments available along with steps you can take to discourage and respond to workplace drug and alcohol abuse.

Eating Right for Health and Fitness

1 hour | Health and Wellness

By 2030, recent reports project that half of all adults in the United States will be obese. In order to feel healthier from the inside out, it is essential to understand what you are eating and how you are eating. In this course, we will tackle the root issue behind these illnesses – lack of proper diet and exercise.

Employee Recognition

50 min | Human Resources

Employee recognition is a communication device that reinforces and rewards the most important outcomes for an organization. As an employer, you will explore how to effectively design recognition programs, deliver genuine recognition and establish win-win relationships with your employees.

Employee Retention

50 min | Human Resources

The cost of employee turnover is outrageously high—estimates show that it can cost an employer anywhere between \$45,000-\$150,000 to replace an employee. Retaining talented employees requires a concerted effort on the part of companies and managers. In this course, learners are provided an overview of traditional and modern retention methods, practical tips for open communication with employees, and top reasons why managers and companies fail to retain employees.

Enhancing Work Relationships

1 hour | Productivity

The average person will spend 90,000 hours at work over a lifetime. This means that the relationships we build with our co-workers play a significant role in our lives. In this course, learners will explore a variety of tips and techniques for engendering and enriching relationships at work such as building trust and respect, focusing on listening, assertiveness, and conflict resolution.

Ethical Behavior for Elected Officials

1 hour | Human Resources

This course offers insight into your role as an elected official regarding moral and ethical decisions you will face during your time in office. This course is designed to assist you through ethical and moral decisions that you will face during your term. As always, this is an overview and in no way takes the place of state or Local law and /or training requirements.

Ethical Behavior for Local Government

1 hour | Human Resources

In this course, we will define ethical behavior, provide examples of work situations where a thorough understanding of workplace ethics may be applied, and ways in which you can determine if your decisions and behavior are meeting the appropriate standards.

Fall Protection

1 hour | Safety and Environmental

Workers have a right to a safe workplace. Preventing work-related falls continues to be a challenge among workers in the U.S. In construction, more deaths are caused by falls than any other hazard. This course is designed to ensure all workers understand the responsibility of employers to provide proper training to help reduce falls and serious injuries on work sites. The major components of fall protection, ladder safety, scaffolding safety, and roofing safety are presented to assist understanding fall protection.

Family and Medical Leave Act (FMLA)

1 hour | Human Resources

In previous eras, people often became caught in an "either/or" situation because employers were not always cooperative when individuals needed time for personal matters. Employees ran the risk of losing their jobs and benefits if they made the choice of putting their family first. Fortunately, the Family and Medical Leave Act (FMLA) entitles eligible employees to take the time they need to handle life events. We will go over the FMLA in detail to help you understand the basic provisions and how the FMLA can benefit you.

FEMA Fundamentals of Risk Management

2 hours | COVID-19 Response to Mitigate Risk

This course will introduce the essential role of risk management at the Department of Homeland Security (DHS). As a member of the DHS workforce, it is imperative that you have a general awareness of the concept of risk management and its applications to homeland security and your job within the Department.

Form I-9 and Employment Eligibility Verification

1 hour | Human Resources

As an employer in the U.S., you are required to verify the work eligibility of your workforce. To verify work eligibility, U.S. employers use Form I-9. There are many different types of employee scenarios, and navigating them while validation employment eligibility can be difficult. This course outlines how to correctly fill out and retain the form, how to navigate complicated employee scenarios, and how the E-Verify system works with Form I-9.

Generational Differences

1 hour | Human Resources

Generational differences influence nearly every facet of your organization, from hiring and recruiting, dealing with change, training, retaining employees, and communication. How can your organization better understand these differences and use these generational differences in a beneficial way? In this course, learners will examine the four most prominent generational workers, their core values, and how these come into play in the workplace.

Goal Setting Skills

1 hour | Productivity

Goal setting skills can be used in any aspect of life and work, home, family, financial, and travel to name a few. While goal setting skills are vital to achieving your goals, they are often overlooked. Making a plan and sticking to it is easier said than done, which is why this course will tap into specific ways to plan, manage, implement, and reach your goals.

Handling Difficult Customers for Local Government

1 hour | Customer Service

When residents have problems with municipal services, they call city hall. More often than not, these calls are negative in nature rather than positive, and handling these customers is a skill in and of itself. Local governments cannot function effectively if the relationship between the government and its residents is fraught with tension. By taking this course, you will learn the necessary skills for representing your municipality and strengthening its relationship with citizens.

High Blood Pressure

1 hour | Health and Wellness

This course defines high blood pressure and describes the lifestyle changes that you can make to lower your risk of hypertension while improving your overall health.

HIPAA: Protected Health Information for Public Entities

1 hour | Human Resources

This one-hour course focuses on HIPAA Regulations as it relates to Protected Health Information. In this course, the learner will be learn what type of information can be disclosed, as well as the penalties for releasing information that cannot be disclosed.

Ladder Safety

1 hour | Safety and Environmental

In this course, learners will review the different types of ladders available, their limitations and restrictions, and the appropriate techniques that should be practiced to safely use them. During this course, you will gain a better understanding of ladders and the precautions you must take while using them to minimize the risk of injury.

Leadership v. Management

1 hour | Human Resources

Management and leadership are terms that are frequently used interchangeably; however, they are not the same thing. They have quite distinct meanings. The two do have similarities, but they also have important differences. This course is designed to help you understand the difference between leadership and management and why these differences are important.

Managing Risk in an Aging Workforce

1 hour | Human Resource

One-third of the U.S. population was born between 1945 and 1965, and the oldest members of this group are either retired or preparing to retire. Many organizations often overlook large-scale trends in the American population as potential risk factors. Demographic trends in the workforce, however, can significantly impact your organization's ability to operate efficiently and effectively. This course will equip learners with skills to identify demographic risks.

Managing Your Healthcare

1 hour | Health and Wellness

There are more options than ever before for health insurance, but along with those options is confusion as to which health plan is right for you. Do you choose a PPO, an HMO, or a high deductible health plan? Recognizing the various health plans and options can a daunting task, but the more you know about the pros and cons of each will help you make an informed decision. Additionally, this course will provide a number of tips to help you with your decision as well as ways to promote your own health and wellness.

Meeting Management

1 hour | Management

Every day at workplaces around the country, employees huddle in conference rooms to tackle a wide range of issues. Most meetings, however, are almost universally perceived by employees to be a waste of time. In this course, we will examine some measures that can be taken to help you get more out of meetings, which, in the end, will lead you to a happier and more productive work environment.

Motor Vehicle Incident Investigation

1 hour | Transit Operations

Police officers are often first on the scene when a motor vehicle incident occurs. Police officers will be equipped to manage and investigate straightforward to complex motor vehicle incidents. The aspects of scene management will be explored, including investigating the scene, gathering evidence and clearing the scene.

Navigating the Work Environment

1 hour | Productivity

The modern workplace is one filled with unspoken rules for etiquette, expectations for electronic communication, and multiple ways of tracking workflow. Understanding how to navigate these issues will reduce instances of interpersonal conflict and allow your colleagues to focus on your skills rather than your handling of communication. In this course, there are many effective best-practices guidelines to help navigate the modern workplace, including communication and conflict resolution.

Nutritional Standards for Correctional Facilities

1 hour | Health and Wellness

It's not your mom's cooking, that's for sure, but you can be certain that inmates' nutritional intake is regulated and carefully planned to ensure that they are reaching certain dietary standards set forth. This one-hour course will provide an overview of nutritional standards that must be met, exceptions, and precautions that are taken to ensure that every inmate is receiving a safe meal.

Pandemic Planning — Elements of the Plan

1 hour | Health and Wellness, COVID-19 Response to Mitigate Risk

Creating an effective pandemic plan means preparing for every conceivable contingency. You don't beat a pandemic; you contain it, and how well you contain it will be directly related to how well you prepare. In this course, you will learn how the five components of the overall pandemic plan fit together to form a cohesive unit and some of the key contingencies that will

need to be addressed in each of these areas. Additionally, you will learn the importance of communication and cooperation, both internally among departments within the local government, as well as with organizations within the community.

Pandemic Planning — The Planning Organization

1 hour | Health and Wellness, COVID-19 Response to Mitigate Risk

For most of us, the unknown is at or near the top of the list of those things which frighten us. It is this fear of the unknown that causes people's breath to quicken when they hear the word "pandemic," especially when used in reference to a new disease or viral strain with no known vaccine or cure. A pandemic causes more people to look to the government for help. The wider the pandemic spreads, the more stress and strain that will be put on the government's resources, particularly in terms of manpower. What citizens of your community must also realize is that government, regardless of the level, cannot deal with a pandemic alone. Local government needs to plan, and part of the planning efforts will involve interaction, not just with the more obvious participants such as healthcare professionals, but also business, industry, community organizations, church groups and the public in general.

Parliamentary Procedures

1 hour | Management

Whether you are an experienced leader or just beginning your role as a leader or member, knowledge of parliamentary rules and procedures is essential to conduct efficient and high-quality meetings. Good parliamentary procedure not only ensures order, it ensures justice to everyone, provides productive use of limited time, and ultimately gives everyone a sense of self-confidence.

Performance Management

1 hour | Management

Managing employee performance through standards, observation and feedback may sound easy, but doing it well is another story. Many managers and supervisors see the appraisal process as a single day event on the employee's anniversary date, which is not the case. The performance appraisal process is an ongoing activity that takes effort throughout the year, not just at the time of the appraisal.

Personal Protective Equipment

1 hour | Safety and Environmental

Companies spend approximately \$170 billion a year accommodating for workplaces injuries and illnesses. Around \$1 billion goes towards injured employees and their medical providers each week. The next time you consider the amount of each piece of personal protective equipment (PPE) costs, consider the cost it prevents. This one-hour course will better inform you about PPE

and how wearing the proper equipment will create a safe and comfortable working environment for both you and your co-workers.

Personnel Record Retention (Federal Standards)

1 hour | Human Resources

This one-hour course covers personnel record retention. In this course, the learner will be introduced to record retention basics, potential liabilities, as well as specific federal standards on a variety of employee records. Additionally, this course gives the learner a step-by-step guide on creating a foolproof record retention policy that protects your company on all legal and business fronts.

Press Conference and Briefing Basics

1 hour | Management

Holding a press conference or briefing is an essential way to spread important information to a variety of sources. This course focuses not only on when and why to hold a press conference but the elements involved in planning a successful conference. This course also includes information on developing a crisis response plan that can be utilized for a press conference.

Preventing Accidents in the Workplace

1 hour | Safety and Environmental

When we think of the word accident, some of the first things that may come to mind are the terrible traffic collisions we so often see. While those accidents are certainly serious, a staggering number of accidents occur in the workplace each year. In this course, we will focus on the types of injuries that occur, and how they can be avoided.

Protection from Ransomware and Phishing Attacks

1 hour | Human Resources

Technology allows us to do more with less. It has pushed our generation closer to finding cures to diseases, created solutions to world issues, and can even help you find your missing wallet or car keys. The downside of technology is the need to protect our assets from cybercriminals. If we are not proactive and intentional in our online behavior, we run the risk of cyber crimes such as ransomware and phishing. In this course, we will identify the vulnerabilities we are exposed to as well as protective measures we can employ to keep our assets safe.

Providing Effective Onboarding

1 hour | Management

Organizations understand the importance of quickly assimilating a new hire to ensure success for the organization. This course explores the elements of onboarding and how to build an effective onboarding program by providing support tools, resources and best practices.

Public Pools and Public Health

1 hour | Health and Wellness

Most people equate a visit to the swimming pool with fun, laughter and good times. They're usually not thinking about the potential for illness and disease that exist when pathogens get into the water or on the surrounding surfaces when poor hygiene and/or proper facility maintenance is not observed. Illnesses as varied as diarrhea, athlete's foot, and Legionnaire's disease are possible if staff members are not doing their jobs properly and visitors are not practicing good personal hygiene. This course will provide learners with an overview of the illnesses and diseases that are possible and how they can be avoided.

Recognizing and Responding to Domestic Violence

2 hours | Human Resources

Domestic disputes are some of the most common calls for police service. Domestic violence is a serious issue that we should all be aware of. Domestic violence calls can be quite challenging for law enforcement as we are likely to observe repetitive abuse against the same victims, who may not be able to or may not want to separate from their abusers. This course will help you to identify potential warning signs, increase your knowledge base, provide you with an understanding of the challenges victims face, and equip you to actively respond to the needs of your community. Through this knowledge and understanding, you will gain the confidence to aid those who are in abusive situations. There are several preventive measures that can be employed and there are many resources available to get these individuals the help they so desperately need.

Recruiting Excellent Employees

1 hour | Human Resources

A company is only as good as the people it employs, and the quality of your employees has a direct reflection of the public perception of your company. Finding excellent employees requires additional effort and the use of the skills we discuss over the next hour. This course covers common formal recruiting practices, factors that lead to recruiting excellence, and creative recruiting methods and sources.

Risk of Social Media in the Workplace

2 hours | Human Resources

More than 3 billion people use social media every month. From LinkedIn, to Facebook, to Snapchat, social media is all around us. Many Americans use social media in their personal lives every day, but most businesses must also maintain a social media presence to stay relevant in our interconnected world. In this course, learners will discover best practices for personal social media use, professional social media use, and possible risks to utilizing social media in the workplace.

Running an Effective Board Meeting

1 hour | Management

Are your board members complaining behind closed doors? Are they frustrated that some board members are ill-prepared? Do they feel like their input is being overshadowed by other members? These are some of the common complaints by those who feel that board meetings are a waste of time and resources. Board member dissatisfaction is a huge barrier to the boards work. This course will focus on how to turn mentally-draining, routine meetings into meetings that are efficient and purposeful.

Sexual Harassment for Managers

2 hours | Human Resources

Sexual harassment in the workplace can happen to anyone, male or female, regardless of sexual orientation. Recognizing what sexual harassment is a leader, both the subtle cues as well as the overt advances, will help you to identify potential warning signs and take the necessary steps to prevent sexual harassment. There are a number of preventive measures that can be employed as well as recommendations of what to do if you or one of your employees have been or are the victim of sexual harassment.

Sexual Harassment in the Workplace

1 hour | Human Resources

Improper behavior in the workplace may have significant consequences both for yourself and your employer. If you are a victim of sexual harassment, this may create a hostile work environment which takes a toll on your career, your personal life, and your health. Recognizing what sexual harassment is, both the subtle cues as well as the overt advances, will help you to identify potential warning signs and take the necessary steps to report sexual harassment.

Sleep and Your Health

1 hour | Health and Wellness

Sleep is an essential part of our lives. Unfortunately, many of us take the importance of sleep for granted. Quite often stress, work, and life in general get in the way of a good night's rest. Poor sleep hygiene impacts not just the individual but society as a whole. Understanding the signs and symptoms of sleep deprivation along with the various sleep disorders will help you to identify potential warning signs in yourself and that of others.

Smoking Cessation

1 hour | Health and Wellness

The use of tobacco is one of the most prevalent, deadly, and costly of habits. Smoking is bad for not just your own health but for those around you as well. Recognizing and accepting the reasons why you should quit is half the battle. You need the help and support from effective treatment options to help you quit smoking for good. Lastly, having a realistic plan to quit smoking and knowing about the many resources available for you or others will set you on the path to becoming a non-smoker.

Stress and Your Health

1 hour | Health and Wellness

The American Psychological Association reports that 75% of adults experience moderate to high levels of stress in a given month and nearly half report that their stress increases every year. Biologically, stress is a survival function. Today, however, internal and external stressors keep us in a constant state of stress that is killing us. In this course, you will be able to identify the types of stress we feel, how stress affects us mentally and physically, and how to manage the stress every day.

Successful Customer Interactions

1 hour | Customer Service

There is a strong correlation between customer satisfaction and the success of a business or department. Welcoming customers means working to create satisfied customers from the inside-out. When local government creates satisfied customers, we create empowered and informed citizens. In this course, learners will discover how to interact as co-workers and service providers. We will also cover understanding the customer goal and how to create goals that will lead to successful customer interactions.

Supervisor Skills

1 hour | Management

This one-hour course provides an overview of the skills supervisors, and managers need to manage employees effectively. Supervisors and managers are the backbone of the business - linking upper management to the body of the organization. Effective supervisors and managers must possess a variety of skills to be successful in the workplace. This course focuses on effective communication, responsibilities of a Supervisor, leadership skills, and organizational development.

The LGBTQ Community

1 hour | Human Resources

The lesbian, gay, bisexual, transgender, and questioning (LGBTQ) community is a diverse group of individuals who deserve to be treated with kindness, compassion, and respect. Understanding the terminology used in the LGBTQ community will reduce misunderstandings, confusion, and stereotypes while promoting knowledge and awareness for the officer. In this course, there are many effective policies and procedures to help connect with the LGBTQ community along with recommendations you can use immediately.

Time Management Skills

1 hour | Productivity

Time can feel like a fleeting object. With only so many minutes in the day to accomplish all of the tasks you set out to do, it's important to be able to manage your time wisely and effectively. In this course, learners will explore the ways they can manage their time, defeat procrastination, and accomplish their goals not only in the workplace but also their personal lives.

Training for Small Communities

1 hour | Management

Whether you're in a large or a small community, proper training is a necessary component to ensure that all of your employees have the knowledge to safely and effectively complete their work. For those in small communities, having limited staff and limited budgets often poses a big challenge for a training program. With this in mind, we will identify various training delivery methods as well as training challenges and demands.

Transition from Peer to Supervisor

1 hour | Management

You have just been promoted to a leadership role in your company. This marks a significant milestone in your career, and with it comes greater responsibility. Not only is your title different

but so is how you are viewed by your fellow employees. Recognizing how to handle the transition from peer to supervisor will make your recent advancement go much more smoothly. There are a number of communication and leadership strategies on how to create a successful management style your peers can get behind.

Understanding Anxiety Disorders, OCD, and PTSD

1 hour | Health and Wellness

Anxiety disorders are second only to mood disorders in terms of being the most commonly diagnosed mental disorders. Anxiety disorders can affect anyone and have a significant impact on their daily lives. Understanding the signs and symptoms of the anxiety disorders along with OCD and PTSD will help you to identify potential warning signs in yourself and that of others. There are many effective treatments available in the battle against these various disorders along with many resources available for you or others to seek help.

Understanding Carpal Tunnel Syndrome

1 hour | Health and Wellness

Although Carpal Tunnel Syndrome (CTS) is a strong driver of workers' compensation costs, lost wages and productivity, and disability, there is still a limited understanding of its incidence and exact causes in working populations. This course will cover the basic definitions and symptoms of carpal tunnel syndrome (CPS), as well as offer ways to alleviate the risk of acquiring it in the workplace.

Understanding Depression and Bipolar Disorder

1 hour | Health and Wellness

Mood disorders are the most commonly diagnosed of all the mental disorders. Depression and bipolar disorder can affect anyone and have a significant impact on his or her daily life. Understanding the signs and symptoms of these two conditions will help you to identify potential warning signs in yourself and that of others. There are many effective treatments available in the battle against depression and bipolar disorder along with many resources available to seek help.

Understanding Eating Disorders

1 hour | Health and Wellness

Eating disorders are treatable medical illnesses which include anorexia, bulimia, and binge eating disorder. Quite often, eating disorders coexist with other mental disorders such as anxiety disorders, depression, and substance abuse. Understanding the signs and symptoms of the eating disorders will help you to identify potential warning signs in yourself and that of others.

Understanding Prediabetes

1 hour | Health and Wellness

Prediabetes is the precursor to diabetes. This means you can reverse your path to diabetes with lifestyle changes. Diabetes can affect anyone and have a significant impact on their daily lives. Understanding the signs and symptoms of the prediabetes will help you to identify the warning signs and risk factors in yourself and that of others. There are many preventive measures you can start today in the battle against diabetes along with many resources available for you or others to get more information.

Violence in the Workplace

1 hour | Human Resources

This one-hour course focuses on the prevention and what to do in the event of workplace violence. Additionally, the Violence in the Workplace eLearning course serves as a helpful tool to identify potential warning signs.

Volunteers Working with Children and Adolescents

1 hour | Human Resources

While all volunteer work is valuable and worthwhile, many people specifically cite the work they do with children and teens as particularly rewarding. Even though volunteers are not compensated for their work, their work has great value. Volunteers often donate the same professional expertise and knowledge they use to earn a living because they believe in the work of their chosen group or agency. Moreover, the generosity of volunteers allows funds to go to necessary goods, services, and programs rather than to salaries. In this course, we will discuss facts and statistics in regard to volunteerism, explore the different types of volunteering, analyze the roles you may play when volunteering, list what a potential volunteer might expect in the screening process, and discuss the different precautions you must take as a volunteer in order to avoid legal issues.

Walking Your Way to Fitness

1 hour | Health and Wellness

Nobody plans to get out of shape. With the challenges of everyday life that most adults cope with, sometimes it just sneaks up on us. When it does, some will make excuses for why they can't exercise; still, others jump full tilt into a rigorous program and either hurt themselves or simply burn out. In this course, the learner will explore some common sense approaches to getting back into shape with a focus on starting a walking program.

Work Environment Flexibility

30 min | Productivity

This course will help employees recognize the characteristics of a flexible work environment, as well as help them identify methods for managing change personally and in the workplace.

Workers' Compensation: Sprain and Strain Injury Prevention

1 hour | Safety and Environmental

This one-hour course is designed to educate learners about Workers Compensation, the state-mandated program that compensates workers for injuries that occur in the workplace. According to a News Release from the U.S Department of Labor agency, the Bureau of Labor Statistics, nearly 2.8 million injuries were reported in 2015. With so many workers being injured on the job, it is vital that learners be able to identify the most common injuries received, what causes them, and how they can be prevented for a safer workplace.

Workplace Stress Resiliency

1 hour | Productivity

Stress in the workplace is a normal occurrence, and it doesn't always have to be negative. But when stress does become too much to bear, it can interfere with productivity and performance, and it can even impact your physical health and emotional well-being. In this course, learners will explore how workplace stressors can affect your life both in the workplace and at home, as well as the ways you can reduce stress, improve job satisfaction, and increase your physical and emotional health.

Youth Sports Injuries

1 hour | Health and Wellness, Human Resources

Recently, youth have been participating in sports leagues earlier and earlier, some starting as young as 3 years old. With as many as 30 million adolescents playing in youth sports in the United States, it is critical to be aware of the exposure to the risk of injury. This course will highlight the preventable and non-preventable injuries that may occur, as well as introduce suggestions for treatment and recovery.